

DISTRICT OF COLUMBIA COURTS

**DISTRICT OF COLUMBIA SUPERIOR COURT
OFFICE OF CONTRACTS AND PROCUREMENT**

**REQUEST FOR TASK ORDER PROPOSALS (RFP) FROM
GSA FEDERAL SUPPLY SCHEDULE CONTRACTORS**

for

**FINANCE TRANSFORMATION CONSULTING SERVICES
SOLICITATION NUMBER: DCSC-16-FS-0083**

**SOLICITATION IS RESTRICTED TO GENERAL
FEDERAL SCHEDULE 520 - (GSA) FINANCIAL AND
BUSINESS SOLUTIONS (FABS) CONTRACTORS ONLY**

DATE ISSUED: Friday, September 16, 2016

CLOSING DATE & TIME: Monday, September 26, 2016

**REQUEST FOR PROPOSAL FOR FINANCE TRANSFORMATION CONSULTING FOR
THE DISTRICT OF COLUMBIA COURTS**

**TASK ORDER REQUEST FOR FINANCE TRANSFORMATION
CONSULTING SERVICES**

1. General Description

The District of Columbia Courts (Courts) are seeking proposals from the **Federal Government General Services Administration (GSA) Federal Supply Schedule firms under the Financial and Business Solutions (FABS) Schedule 520, SINs 520-13 and 520-21.** The Courts has an immediate need for a Contractor to provide consulting services to assist in finance transformation activities – including execution of various tasks that will improve its operational and financial performance.

Subsequent to its migration to Oracle Federal Financials, the Courts desires to perform an objective analysis and transformation of organizational governance, policies, and business processes in order to improve the overall performance of the organization. The Courts acknowledge the potential for significant changes required of business processes due to the migration and in order to address adoption and performance is subject to time-sensitive requirements to engage a contractor that can begin to execute immediately.

The Courts contemplates a single award to one (1) Contractor for one (1) six (6) month base period and four (4), one (1) year option periods.

The following abbreviations are used in this price schedule:

CLIN: Contract Line Item Number

NTE: Not to Exceed

2. BASE PERIOD – 6 months -- September 30, 2016 through March 31, 2017

<u>CLIN</u>	<u>Description</u>	<u>ESTIMATED LABOR HOURS</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
0001	(1) Program Manager	NTE 1,040	HR		
0002	(2) Senior Accountants	NTE 2,080	HR		
GRAND TOTAL BASE PERIOD CLINS (FFP):					\$

**REQUEST FOR PROPOSAL FOR FINANCE TRANSFORMATION CONSULTING FOR
THE DISTRICT OF COLUMBIA COURTS**

2.1 OPTION YEAR ONE : April 1, 2016 through March 31, 2017

<u>CLIN</u>	<u>Description</u>	<u>QTY</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
1001	(1) Project Manager	NTE 2,080	HR		
1002	(2) Senior Accountants	NTE 4,160	HR		
GRAND TOTAL OPTION PERIOD CLINS (FFP):					\$

2.2 OPTION YEAR TWO: April 1, 2017 through March 31, 2018

<u>CLIN</u>	<u>Description</u>	<u>QTY</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
2001	(1) Project Manager	NTE 2,080	HR		
2002	(2) Senior Accountants	NTE 4,160	HR		
GRAND TOTAL OPTION PERIOD CLINS (FFP):					\$

2.3 OPTION YEAR THREE: April 1, 2018 through March 31, 2019

<u>CLIN</u>	<u>Description</u>	<u>QTY</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
3001	(1) Project Manager	NTE 2,080	HR		
3002	(2) Senior Accountants	NTE 4,160	HR		
GRAND TOTAL OPTION PERIOD CLINS (FFP):					\$

2.4 OPTION YEAR FOUR: April 1, 2019 through March 31, 2020

<u>CLIN</u>	<u>Description</u>	<u>QTY</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
4001	(1) Project Manager	NTE 2,080	HR		
4002	(2) Senior Accountants	NTE 4,160	HR		
GRAND TOTAL OPTION PERIOD CLINS (FFP):					\$

3. SCOPE OF SERVICES:

- 3.1** The objective of this contract is to assist in planning and executing the Courts finance transformation activities – including execution of various tasks that will improve its ability to meet its objectives initially for the Budget & Finance Division. The District of Columbia Courts will consider including but not limited to other Divisions such as: Administrative Services, Information and Technology, Capital Projects & Facilities Management and/or the Courts System, as well as acquisition-related processes for the Court of Appeals and Superior Court

**REQUEST FOR PROPOSAL FOR FINANCE TRANSFORMATION CONSULTING FOR
THE DISTRICT OF COLUMBIA COURTS**

Branches. The Courts anticipate that the Contractor shall perform the following tasks:

- A. *Project management and control*, to include the following activities:
 - Provide weekly status reporting of progress accomplished during the weekly reporting period, planned activities for the upcoming week, and problems encountered: identification of any problems, issues or delays and recommendations as to their resolution, and any corrective action that was taken to correct identified problems
 - Provide monthly status reports of progress during the reporting period: detailed progress report of findings, activities, accomplishments, and a summary of work accomplished during the reporting period with percentage of completion. The monthly report will also include any proposed revisions to project strategy, such as recommended changes to include any best practices and lessons learned
- B. *Discovery and current-state analysis*, to include the following activities:
 - Define and interview major organizational stakeholders to ascertain:
 - o Divisional, process-specific, and personal objectives
 - o Financial, operational, and compliance requirements
 - o Finance transformation-specific risks and concerns
 - Perform walkthroughs to ascertain post-implementation business processes and gaps
- C. *Organizational change management and process enhancement planning*, to include the following activities:
 - Define the imperatives required to achieve identified objectives and/or to mitigate specific identified risks or gaps
 - Deploy personnel who possess the technical subject-matter expertise required to support achievement of the imperative(s)
- D. *Process change implementation and organizational support*, to include the following activities:
 - Revise and/or develop organizational policies and SOPs that support consistent and effective operational performance
 - Design, document, and implement revised internal controls based on new Oracle functionality and controls frameworks
 - Facilitate remediation of gaps in end-user system adoption and training through workshops, consultation, and documentation development
 - Transition super-user responsibilities to appropriate divisional end-users
 - Remediate information security issues should they exist (e.g. segregation of duties, data privacy issues)
 - Monitor the efficacy of newly-implemented processes and policies through “desk audits” or other techniques

**REQUEST FOR PROPOSAL FOR FINANCE TRANSFORMATION CONSULTING FOR
THE DISTRICT OF COLUMBIA COURTS**

3.2. Entrance Conference:

An Entrance Conference will be scheduled with the Contractor and the Courts prior to the start of the field work to discuss the engagement, deliverables, Courts' responsibilities and Contractor's responsibilities.

3.3 Meetings:

The Contractor shall attend all meetings called by the Courts at the date(s), time(s) and place(s) designated by the Courts in order to discuss progress reports, issues, and other relevant information or concerns that the Courts may have.

3.4 Tasks / Deliverables:

All deliverables shall be in a form and manner acceptable to the Courts. The Contractor shall provide to the Contracting Officer's Technical Representative (COTR) the deliverables specified below within the designated time frames determined by the DC Courts.

3.5 Correspondence – All correspondence that pertains directly or indirectly to the contract or the engagement shall be sent directly to the COTR for review, action and/or distribution, as appropriate. Unless required by existing laws, rules or regulations, no information shall be disseminated outside of the Courts without the Courts' approval.

3.6 Exit Conferences - The Contractor shall schedule an Exit Conference with the COTR before the final report(s) is/are issued in order to obtain the Courts' view of the Contractor's findings, final recommendations, and conclusions. An Exit Conference with D.C. Court officials to present the final report will also be required.

4. PROPOSAL SUBMISSIONS:

4.1 Each firm shall submit technical and price proposals in accordance with the performance of work specified under the Scope of Services section. At a minimum, the Contractor's proposals shall describe how it intends to accomplish the requirements stated in Section 1, Scope of Services and at what price.

4.2 Contractor is to identify within its proposal its actual engagement delivery team – defined as personnel that will incur at least (ten) 10 hours/week on the project throughout the period of performance. Proposals should not include the bios of personnel that do not meet this requirement.

4.3 The Contractor must identify one individual who shall serve as the overall "Project Manager/Manager." The Courts expect that the Project Manager will have overall responsibility and accountability for the Contractor's performance

**REQUEST FOR PROPOSAL FOR FINANCE TRANSFORMATION CONSULTING FOR
THE DISTRICT OF COLUMBIA COURTS**

and will serve as the primary point of contact for the Courts concerning Contractor personnel, program and contractual matters and monitor the status of the overall contract. The Project Manager shall be expected to work on-site during normal business hours, so as to provide guidance, direction, and over-site of the contractor personnel performing work. The following are considered key personnel:

A. Project Manager/Manager (estimated need of 1)

Qualifications: *Experience:* Minimum of nine (9) years of progressive experience in all aspects of engagement to include government accounting, performance improvement, governance & risk management, policy development, information technology and internal control design, implementation, and monitoring experience, as well as experience with project planning, supervising staff professionals, reviewing work-papers, overseeing the drafting of reports, and completion of work.

B. Senior Accountant/Consultant (estimated need of 2)

Qualifications: Minimum of four (4) years of progressive experience in all aspects of engagement to include government accounting, performance improvement, governance & risk management, policy development, information technology and internal control design, implementation, and monitoring experience.

- 4.4** Given the urgency of contract deliverables, and the requirement to efficiently manage the availability of government personnel, the contractor's engagement management team shall possess demonstrable experience conducting process improvement projects using current methods and related tools. Moreover, the supplier shall furnish references for which the proposed engagement management team has used Agile to deliver process improvement projects in the federal government, and such references must relate to projects performed within the last six months.
- 4.5** The Courts view the objectives and performance of work associated with this contract as independent of any preexisting programs or efforts undertaken by the Courts or its contractors. Proposed technical approaches and pricing should not assume reliance on preexisting programs or efforts.
- 4.6** The total length of the proposal – inclusive of cover sheets, table of contents, technical and pricing proposals, bios, supporting appendices and other information – shall not exceed fifteen (15) pages.
- 4.7** All firms submitting proposals in reference to this Request shall include a copy of their current GSA Federal Supply Contract(s). This copy will not apply to the total page count limitation.

**REQUEST FOR PROPOSAL FOR FINANCE TRANSFORMATION CONSULTING FOR
THE DISTRICT OF COLUMBIA COURTS**

- 4.8** Proposals shall be submitted in a sealed envelope clearly marked in the lower left corner with the following:

SOLICITATION NUMBER: DCSC-16-FS-0083

**TITLE: “FINANCE TRANSFORMATION CONSULTING
SERVICES OF THE DISTRICT OF COLUMBIA COURTS”**

- 4.9** Offerors submitting their proposals by **hand-delivery/courier services** must hand deliver their proposals to the following address:

District of Columbia Superior Court
Office of Contracts and Procurement
Attention: Darlene D. Reynolds, Senior Contract Specialist
701 7th Street, NW, Suite 612
Washington, DC 20001
Phone Number: 202-879-2872

- 4.10** Offerors submitting their proposals by **mail** must mail their proposals to the following address:

District of Columbia Superior Court
Office of Contracts and Procurement
Attn: Darlene D. Reynolds, Senior Contract Specialist
616 H Street, NW, Suite 622
Washington, DC 20001

5. Base Period Deliverables

Contract Line Item No. (CLIN)	Item Description (Base Period)		Total Prices
0001	Task 1: Project management and control	Deliverables: <ul style="list-style-type: none">▪ Weekly status report▪ Monthly status report	Firm Fixed Price On-Site (at the Courts) \$ _____
0002	Task 2: Discovery and current- state analysis	Deliverables: <ul style="list-style-type: none">▪ Assessment analysis report	Firm Fixed Price On-Site (at the Courts) \$ _____

**REQUEST FOR PROPOSAL FOR FINANCE TRANSFORMATION CONSULTING FOR
THE DISTRICT OF COLUMBIA COURTS**

Contract Line Item No. (CLIN)	Item Description (Base Period)		Total Prices
0003	Task 3: Organizational change management and process enhancement planning	Deliverables: <ul style="list-style-type: none"> ▪ Mapping of future- state processes supporting the Oracle environment 	Firm Fixed Price On-Site (at the Courts) \$ _____
0004	Task 4: Process change implementation and organizational support	Deliverables: <ul style="list-style-type: none"> ▪ Departmental policies and standard operating procedures ▪ Training materials ▪ Final report 	Firm Fixed Price On-Site (at the Courts) \$ _____
TOTAL Ceiling Price for Contract Base Period			\$ _____

**REQUEST FOR PROPOSAL FOR FINANCE TRANSFORMATION CONSULTING FOR
THE DISTRICT OF COLUMBIA COURTS**

5.1 Option Year One Deliverables

Contract Line Item No. (CLIN)	Item Description (Option Year One)		Total Prices
1001	Task 1: Project management and control	Deliverables: <ul style="list-style-type: none"> ▪ Weekly status report ▪ Monthly status report 	Firm Fixed Price On-Site (at the Courts) \$ _____
1002	Task 2: Discovery and current-state analysis of the post- implementation environment	Deliverables: <ul style="list-style-type: none"> ▪ Assessment analysis report 	Firm Fixed Price On-Site (at the Courts) \$ _____
1003	Task 3: Organizational change management and process enhancement planning	Deliverables: <ul style="list-style-type: none"> ▪ Mapping of future- state processes supporting the Oracle environment 	Firm Fixed Price On-Site (at the Courts) \$ _____
1004	Task 4: Process change implementation and organizational support	Deliverables: <ul style="list-style-type: none"> ▪ Departmental policies and standard operating procedures ▪ Training materials ▪ Final report 	Firm Fixed Price On-Site (at the Courts) \$ _____
TOTAL Ceiling Price for Contract Option Period			\$ _____

**REQUEST FOR PROPOSAL FOR FINANCE TRANSFORMATION CONSULTING FOR
THE DISTRICT OF COLUMBIA COURTS**

5.2 Option Year Two Deliverables

Contract Line Item No. (CLIN)	Item Description (Option Year Two)		Total Prices
2001	Task 1: Project management and control	Deliverables: <ul style="list-style-type: none"> ▪ Weekly status report ▪ Monthly status report 	Firm Fixed Price On-Site (at the Courts) \$ _____
2002	Task 2: Discovery and current-state analysis of the post-implementation environment	Deliverables: <ul style="list-style-type: none"> ▪ Assessment analysis report 	Firm Fixed Price On-Site (at the Courts) \$ _____
2003	Task 3: Organizational change management and process enhancement planning	Deliverables: <ul style="list-style-type: none"> ▪ Mapping of future-state processes supporting the Oracle environment 	Firm Fixed Price On-Site (at the Courts) \$ _____
2004	Task 4: Process change implementation and organizational support	Deliverables: <ul style="list-style-type: none"> ▪ Departmental policies and standard operating procedures ▪ Training materials ▪ Final report 	Firm Fixed Price On-Site (at the Courts) \$ _____
TOTAL Ceiling Price for Contract Option Period			\$ _____

**REQUEST FOR PROPOSAL FOR FINANCE TRANSFORMATION CONSULTING FOR
THE DISTRICT OF COLUMBIA COURTS**

5.3 Option Year Three Deliverables

Contract Line Item No. (CLIN)	Item Description (Option Year Three)		Total Prices
3001	Task 1: Project management and control	Deliverables: <ul style="list-style-type: none"> ▪ Weekly status report ▪ Monthly status report 	Firm Fixed Price On-Site (at the Courts) \$ _____
3002	Task 2: Discovery and current-state analysis of the post-implementation environment	Deliverables: <ul style="list-style-type: none"> ▪ Assessment analysis report 	Firm Fixed Price On-Site (at the Courts) \$ _____
3003	Task 3: Organizational change management and process enhancement planning	Deliverables: <ul style="list-style-type: none"> ▪ Mapping of future-state processes supporting the Oracle environment 	Firm Fixed Price On-Site (at the Courts) \$ _____
3004	Task 4: Process change implementation and organizational support	Deliverables: <ul style="list-style-type: none"> ▪ Departmental policies and standard operating procedures ▪ Training materials ▪ Final report 	Firm Fixed Price On-Site (at the Courts) \$ _____
TOTAL Ceiling Price for Contract Option Period			\$ _____

**REQUEST FOR PROPOSAL FOR FINANCE TRANSFORMATION CONSULTING FOR
THE DISTRICT OF COLUMBIA COURTS**

5.4 Option Year Four Deliverables

Contract Line Item No. (CLIN)	Item Description (Option Year Four)		Total Prices
2001	Task 1: Project management and control	Deliverables: <ul style="list-style-type: none"> ▪ Weekly status report ▪ Monthly status report 	Firm Fixed Price On-Site (at the Courts) \$ _____
2002	Task 2: Discovery and current-state analysis of the post-implementation environment	Deliverables: <ul style="list-style-type: none"> ▪ Assessment analysis report 	Firm Fixed Price On-Site (at the Courts) \$ _____
2003	Task 3: Organizational change management and process enhancement planning	Deliverables: <ul style="list-style-type: none"> ▪ Mapping of future-state processes supporting the Oracle environment 	Firm Fixed Price On-Site (at the Courts) \$ _____
2004	Task 4: Process change implementation and organizational support	Deliverables: <ul style="list-style-type: none"> ▪ Departmental policies and standard operating procedures ▪ Training materials ▪ Final report 	Firm Fixed Price On-Site (at the Courts) \$ _____
TOTAL Ceiling Price for Contract Option Period			\$ _____

6. CONTRACT PERIOD:

- 6.1** The base term of the contract shall be for six (6) months from the date of award of the Contract. The date of award shall be the date the Contracting Officer signs the contract document.

**REQUEST FOR PROPOSAL FOR FINANCE TRANSFORMATION CONSULTING FOR
THE DISTRICT OF COLUMBIA COURTS**

6.2 Option Period:

- (A) The Courts may extend the term of this contract for an additional four (4), one (1) year option periods, or a fraction, or multiple fractions thereof.
- (B) The Courts may extend the term of this contract by written notice to the Contractor before the expiration of the contract, provided that the Courts shall give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the Courts to an extension. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.
- (C) If the Courts exercise this option, the extended contract shall be considered to include this option provision. The exercise of any option under this contract is contingent upon the availability of funds for the respective option period. However, the availability of funds does not obligate the Courts to exercise the option period.
- (D) The Offeror should include in its price proposal, the price for the base period and the option period identified separately. Failure to submit prices for the base period and the option period may cause the Courts to exclude the offer from further consideration.

7. PERIOD OF PERFORMANCE AND COMMENCEMENT OF WORK:

The Courts and Contractor will mutually agree upon the work starting date. The Courts shall provide notification to the Contractor of the date for the engagement period for the base period and each option period if the contract is extended.

8. TYPE OF CONTRACT

The Courts intend to award a firm-fixed unit price contract.

9. SECURITY CLEARANCE AND IDENTIFICATION/BUILDING PASS

The Contractor shall coordinate with the COTR to assure that any employee requiring access to any Courts facilities has a contractor identification/building pass before the employee enters on duty under this contract. Personnel designated by the COTR or Authorized Representative shall complete appropriate forms specified for security clearance requirements. The Contractor shall see that all passes are returned to the Courts as employees are dismissed, terminated or when

**REQUEST FOR PROPOSAL FOR FINANCE TRANSFORMATION CONSULTING FOR
THE DISTRICT OF COLUMBIA COURTS**

the need for the employee to have access to any of the Courts facilities no longer exists.

10. CONTRACT ADMINISTRATION DATA:

The Contractor shall be compensated in the following manner:

- A. Every thirty (30) days after the date of contract execution, for six (6) payments;
- B. Each invoice should represent the unit price and the number of units provided in the period.
- C. Simultaneously Submit Invoices To:

Payment Office:

D.C. Courts Office of Budget and Finance
616 H Street, NW
Suite 614
Washington, DC 20001
202-879-2803
202-879-2813 (FAX)

COTR: Hamer Legette
Mr. Hamer Legette
Acting Chief Financial Officer
500 Indiana Avenue, N.W
Gallery Place, 6th Floor
Washington, D.C. 20001
Telephone Number: 202-879-7598
Accountingbranch@dcsc.gov

- D. At a minimum, to constitute a proper invoice, the Contractor's invoice shall include the following information:
 - 1. Name and address of the Contractor;
 - 2. The contract number and Contract Order number;
 - 3. Invoice date;
 - 4. Description, quantity, unit of measure, and extended price of the services or supplies actually rendered;
 - 5. Date the services or supplies were rendered;
 - 6. Shipping & payment terms;
 - 7. Name and address of the Contractor official to whom payment is to be sent;
 - 8. Name, title, phone number, and mailing address of person to be notified in the event of a defective invoice;
 - 9. The Contractor's Electronic Fund Transfer (EFT) routing identification (bank name and code, account number) or the Contractor's complete remittance or check mailing address, including the name (where practicable), title, phone number, and

**REQUEST FOR PROPOSAL FOR FINANCE TRANSFORMATION CONSULTING FOR
THE DISTRICT OF COLUMBIA COURTS**

- complete mailing address of responsible official to whom payment is to be sent; and
10. Signature of a person so authorized to certify that the services or supplies were provided as stated.

- E. The Contractor shall submit final invoices within thirty (30) days after the expiration of this contract.
- F. In addition, the Contractor shall complete **Attachment J.8 - District of Columbia Courts Release of Claims form** and submit to the **Contracting Officer**.

11. Billing/Payment:

Payment to the Contractor for services satisfactorily performed shall be made by the Courts once the Contractor's certified invoice has been approved by the **COTR**, or in the case of a dispute, subject to final determination by the Contracting Officer.

12. Audits:

At any time or times before final payment and three (3) years thereafter, the Contracting Officer may have the Contractor's invoices or vouchers and statements of costs audited. Any payment may be reduced by amounts found by the Contracting Officer not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the Contractor by the Courts and a discrepancy of overpayment is found, the Courts shall be reimbursed for said overpayment within thirty (30) days after written notification.

13. CONTRACTING OFFICER (CO) AND CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

Contracting Officer: The District of Columbia Superior Court Contracting Officer who has the appropriate contracting authority is the only Courts official authorized to contractually bind the Courts through signing contract documents. All correspondence to the Contracting Officer shall be forwarded to:

Mr. Louis W. Parker, Administrative Officer
Administrative Services Division
District of Columbia Courts
616 'H' Street, N.W., Room 622
Washington, D.C. 20001
Telephone Number: (202) 879-0476

- 13.1 Contracting Officer's Technical Representative (COTR):** The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's performance or non-performance of the contract requirements. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract. The COTR shall be:

**REQUEST FOR PROPOSAL FOR FINANCE TRANSFORMATION CONSULTING FOR
THE DISTRICT OF COLUMBIA COURTS**

Mr. Hamer Legette
Acting Chief Financial Officer
500 Indiana Avenue, N.W
Gallery Place, 6th Floor
Washington, D.C. 20001
Telephone Number: 202-879-7598

14. QUESTIONS

Questions concerning this Request for Proposals must be directed in writing to:

Darlene D. Reynolds, CPPB
Senior Contract Specialist
Procurement and Contracts Branch
District of Columbia Courts
616 H Street, NW, Suite 612
Washington, D.C. 20001
Telephone Number: (202) 879-2872
Facsimile Number: (202) 879-2835
E-mail: darlene.reynolds@dcsc.gov

15. EXPLANATION TO PROSPECTIVE BIDDERS

Any prospective Offeror desiring an explanation or interpretation of this solicitation must request the explanation or interpretation in writing at no later than **Tuesday, September 22, 2016 at 2:00 p.m.** Requests should be e-mailed to Darlene Reynolds, Contract Specialist at darlene.reynolds@dcsc.gov.

16. TECHNICAL PROPOSAL FORMAT AND OTHER CONTENTS

16.1 Volume I – Technical Proposal shall be comprised of the following Sections:

	Description
A	General Information
B	Work Plan—Technical Approach
C	Qualifications of Firm and Key Personnel
D	Quality Control Plan
E	Past Performance

16.2 Volume II – Price Proposal shall be in a separate binder/folder/envelope (marked specifically - PRICE)

	Description
F	Price Proposal

**REQUEST FOR PROPOSAL FOR FINANCE TRANSFORMATION CONSULTING FOR
THE DISTRICT OF COLUMBIA COURTS**

16.3 Section A – General Information

The Contractor shall provide in Section A of the proposal a brief description of its organization to include:

- (A) Brief description of Company;
- (B) Name, address, telephone number, Tax Identification Number, DUNS Number of the Offeror;
- (C) Whether the Offeror is a corporation, joint venture, partnership (including type of partnership) or individual;
- (D) Name, address and current phone number of Offeror's contact person.

16.4 Section B – Work Plan/Technical Approach

The Offeror's technical proposal shall, at a minimum:

- (A) Demonstrate the Contractor's understanding of the requirements;
- (B) Describe the Contractor's technical and management approach to accomplish the requirements within the required six-month time frame and previous experience (past performances) in performing similar Federal process improvement engagements;
- (C) Identify the milestones or work breakdown structures;
- (D) Describe the skill categories of staff to be used (provide resumes of all key personnel);
- (E) Describe which portions of the effort will be subcontracted, if any;
- (F) Describe the number of hours required to accomplish the work effort for each item, milestone, or work breakdown structure separated by supervisory and nonsupervisory hours; and
- (G) Identify deliverables, such as progress reports and draft/final reports.

16.5 Section C – Qualification of Firm and Key Personnel

**REQUEST FOR PROPOSAL FOR FINANCE TRANSFORMATION CONSULTING FOR
THE DISTRICT OF COLUMBIA COURTS**

Contractor shall include documentation showing firm's qualifications, expertise, knowledge and experience in meeting the requirements of this solicitation, specifically outlined in Section 4.3 – Resumes of Key Personnel.

16.6 Section D – Quality Control Plan

Contractor shall identify its approach to ensure quality control for both itself and any proposed Team Members meeting the requirements of the RFTOP in a Quality Control Plan (QCP). The contractor shall describe its quality assurance and quality control methodology, to include, as a minimum, the following:

- A. Methodology for continuous improvement of process and procedures used during the task order;
- B. Methodology for tracking and reporting progress, schedule and costs coordinating with Government personnel to include roles and responsibilities during the task order, and
- C. Identification of and resolution of issues and problems, including escalation of procedures.

16.7 Section E – Past Performance

Provide up to two (2) past performance references for projects equal to or larger in scope than this solicitation size to the Courts. All references must pertain to projects in the last two (2) years and must contain full contact details for the client reference that can attest to the Offeror's performance.

16.8 Section F – Price Proposal Volume II (separate from technical proposal)

The Offeror's price proposal shall include and identify all costs for the base period and potential option period. At a minimum, the price proposal shall:

- (A) Identify the number of hours, hourly rates, skill categories and extended prices; and
- (B) Identify the total price, including a summary of all items/SINS proposed for the base period and option period.

REQUEST FOR PROPOSAL FOR FINANCE TRANSFORMATION CONSULTING FOR
THE DISTRICT OF COLUMBIA COURTS

17. EVALUATION OF PROPOSALS:

17.1 The contract will be awarded to the firm whose offer is most advantageous to the Courts; vendor who is responsible, responsive and offers the lowest total price. The Courts reserves the right to reject any or all proposals determined to be untimely, inadequate, or unacceptable or based on previous Contractor performance. The Courts may award a contract upon the basis of initial offers received, without discussions. Therefore, each initial offer should contain the best key personnel and terms.

17.2 To be responsive the Offeror must address all the requirements of the solicitation and must include all information specifically required in all sections of the solicitation. The Offeror must state *how* it will meet the requirements; repeating back the words of the RFP or responding with product sales literature is not acceptable.

18. GENERAL REQUIREMENTS – INSURANCE:

The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the Contracting Officer giving the evidence of required coverage prior to commencing work under this contract. In no event shall any work be performed until the required **Certificates of Insurance signed by an authorized representative of that insurer(s) have been provided to and accepted by the Contracting Officer.** All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed; have either an A.M. Best Company rating of A-VIII or higher. **All insurance shall set forth the District of Columbia Courts as an additional insured. The policies of insurance shall provide for at least thirty (30) day written notice to the District of Columbia Courts prior to their termination or material alteration.** The Contractor shall require all subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the Contracting Officer shall be given thirty (30) days prior written notice in the event that the stated limits in the declaration page is reduced via endorsement or the policy is cancelled prior to the expiration date shown on the certificate. The Contractor shall provide the Contracting Officer with ten (10) days prior written notice in the event of non-payment of premium.

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**REQUEST FOR PROPOSAL FOR FINANCE TRANSFORMATION CONSULTING FOR
THE DISTRICT OF COLUMBIA COURTS**

18.1 Automobile Liability Insurance

The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of the contract. The policy shall provide a \$1,000,000.00 per occurrence combined single limit for bodily injury and property damage.

18.2 Workers' Compensation Insurance

The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

18.3 Employer's Liability Insurance

The Contractor shall provide employer's liability insurance as follows: \$1 million per accident for injury; \$1 million per employee for disease; and \$1 million for policy disease limit.

18.4 Duration

The Contractor shall carry all required insurance until the contract work is accepted by the Courts and final payment is made by the Courts.

18.5 Liability

These are the required minimum insurance limits required by the Courts.
**HOWEVER THE REQUIRED MINIMUM INSURANCE
REQUIREMENTS WILL IN NO WAY LIMIT THE CONTRACTOR'S
LIABILITY UNDER THIS CONTRACT.**

18.6 Measure of Payment

The Courts shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance in the contract price.

18.7 Notification

The Contractor shall immediately provide the Contracting Officer with written notice in the event its insurance has or will be substantially changed, cancelled or not renewed, and provide an updated Certificate of Insurance to the Contracting Officer.

**REQUEST FOR PROPOSAL FOR FINANCE TRANSFORMATION CONSULTING FOR
THE DISTRICT OF COLUMBIA COURTS**

18.8 Certificates of Insurance

The Contractor shall submit Certificates of Insurance giving evidence of the required insurance coverage as specified in this section ten business day after contract award. Evidence of insurance shall be submitted to:

Darlene D. Reynolds, CPPB
Senior Contract Specialist
616 H Street, N.W.
Suite 612
Washington, DC 20001
Phone: 202-879-2872
darlene.reynolds@dcsc.gov

18.9 Disclosure of Information

The Contractor agrees that the Courts may disclose the name and contact information of its insurers to any third party which presents a claim against the Courts for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract

18.10 Cancellation Ceiling

In the event of cancellation of the contract because of non- appropriation for any fiscal year after the current fiscal year, there shall be a cancellation ceiling of zero dollars representing reasonable preproduction and nonrecurring costs, which would be applicable to the items or services being furnished and normally amortized over the life of the contract.